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ABSTRACT

The annotated bibliography reviews current literature related to educational and vocational guidance. Articles, books and resource guides written about career counseling, student financial aid, guidance administration and non-traditional educational opportunities are included. Free or inexpensive resource materials for counselors are listed. (NWS)

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COUNSELOR'S INFORMATION SERVICE

A quarterly annotated bibliography of current literature on educational and vocational guidance.

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OCCUPATIONAL INFORMATION

Apprenticeship. U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, Rm. 5414, 601 D St., Washington, DC 20213. 1975. 4 pp. Free (single copy). An overview of apprenticeship as a training system with special emphasis on the role of the federal government in apprenticeship programs is presented. Lists given include all Department of Labor Bureaus of Apprenticeship and Training Regional Offices and Apprenticeship Information Centers.

Automotive Painters. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 4 pp. 50 cents. Sections detail work performed, places of employment, working conditions, hours and earnings, training, advancement, employment outlook, and related occupations.

Careers: Electric/Telephone Engineering. U.S. Department of Agriculture, Rural Electrification Administration, Washington, DC 20250. 1976. 16 pp. Free (single copy). Engineering opportunities with Rural Electrification Administration are detailed. Career training, pay and promotion, upward mobility, travel opportunities, federal service employee benefits, and how and where to apply for positions are given.

Careers for Young Jewish Adults in Israel. Henry B. Stern. B'nai B'rith Aliyah Information Office and B'nai B'rith Career and Counseling Services in cooperation with the Israel Aliyah Center, Inc. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 34 pp. Free. General information to educational and career opportunities is provided for those planning to go to Israel. Careers in the helping professions, industry, science and health, and other professions are considered. The Israeli way of life as well as hints on conducting a job search are discussed.

Careers in Audiology and Speech Pathology. (Revised). U.S. Civil Service Commission, Washington Area Office, 1900 E St., N.W., Washington, DC 20415. 1976. 4 pp. Free Career opportunities with the federal government at GS9-GS12 levels are outlined. Education and experience requirements, basis of GS rating, term of eligibility, and instructions on how to apply are detailed.

Careers in City Management. (Revised). Laurence Rutter. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 16 pp. $1.50. Roles and duties of the city manager are highlighted. Personal and educational requirements, financial aids, internships and in-service training are discussed. Opportunities for women and minority group members, remuneration, working conditions, professional organizations and employment outlook are considered.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER

Careers in Community Relations Work. (Revised). Lynne Ianniello. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 20 pp. $1.00. Careers concerned with social change and Jewish identity, including social planning, fund raising, research, community and public relations, and community service are described. Opportunities in Jewish agencies, job responsibilities, work settings and conditions, personal and educational requirements are examined. Other topics explored include: financial aids, career training, securing a position, and professional affiliations.

Careers in Corporate Management. (Revised). Sanford Kleiner. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 21 pp. $1.50. Nature of work and fields of specialization including marketing, programming, research and development, finance and administration are described. Educational and personal requirements, financial aids, availability of jobs, working conditions, work locations and travel, salary, advantages and disadvantages are discussed. Opportunities for women, Jewish and other minority youth are analyzed. Sources of information are included.

Careers in Jewish Federations. Council of Jewish Federations and Welfare Funds, Inc., 315 Park Ave. S., New York, NY 10010. 1975. Un-numbered. Free (up to 5 copies). Executive career opportunities in Jewish Federations are considered. Services and functions of Jewish Federations' workers are detailed. Federation Executive Recruitment and Education Program is described. Financial aids, participating institutions in executive training program, and job opportunities are explored.

Careers in Leadership: U.S. Service Academy Opportunities for Jewish and Other Minority Youth. Information Offices of the U.S. Service Academies. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 18 pp. $1.50. This pamphlet presents an introduction to each service academy so that interested students may better understand available educational and career opportunities. Information on academic programs, summer training, athletic programs, religious life and extracurricular activities is provided. Admission procedure, expenses, advantages and disadvantages of a military career, academy histories, civilian careers and counseling are also considered. Sources of further information are included.

Careers in the Apparel Industry. Marvin J. Feldman. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 24 pp. $1.50. History, recent trends and nature of work including specializations such as designer, patternmaker and grader, cutter, sewer, presser, engineer, support personnel salesperson, buyer and manager are described. Education and training, personal requirements, student aids, employment opportunities, working conditions, opportunities for minorities and women, advantages, disadvantages and future outlook are considered. Sources of additional information are provided.

Careers in the Earth Sciences. Reed Millard and the editors of Science Book Associates. Simon & Schuster, Inc., 1 W. 39th St., New York, NY 10018. 1975. 191 pp. $6.29. The challenges facing those who choose careers in the earth sciences are examined. Jobs in areas such as geology, oceanography, agricultural science, and meteorology are described. Educational requirements, employers, and earnings for these jobs are given. Included are lists of suggested readings and sources of further information.

Careers in the Food and Drug Administration. U.S. Department of Health, Education, and Welfare, Public Health Service, Food and Drug Administration, Office of Public Affairs, 5600 Fishers Ln., Rockville, MD 20852. 1976. 1 p. Free. Mission of Food and Drug Administration, variety of jobs within agency, places of employment, benefits, and possibility for advancement are explored. Where to write for more information is included.

Fashion Coordinators. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 6 pp. $1.00. The work performed by fashion coordinators, their working environment, earnings, educational and training requirements, and personal qualifications are outlined. Entry, job opportunities, related occupations, and sources of additional information are included.

Futures Unlimited in Executive Housekeeping. The National Executive Housekeepers Association, Inc.,

Business and Professional Bldg., 2nd Ave., Gallipolis, OH 45631. 1976. 14 pp. Free. The functions, responsibilities, qualifications, and salaries of those employed as housekeepers in public institutions are discussed. Included are lists of books and periodicals for those interested in learning more about executive housekeeping.

Have You Considered a Health Career? U.S. Department of Health, Education, and Welfare, Public Health Service, Health Resources Administration, Office of Communications, Rm. 10A31, Parklawn Bldg., 5600 Fishers Ln., Rockville, MD 20852. 1976. Unnumbered. Free (single copy). This career comic book presents information on various careers in the health field, including home health aide, health educator, physician, environmental health specialist, dental hygienist, and dental assistant. Numerous individuals who have made contributions in the health field are profiled.

Health Careers: A Guide to Educational and Training Programs in the Metropolitan Washington Region. Metropolitan Washington Regional Medical Program, 2007 I St., N.W., Washington, DC 20006. 1975. 38 pp. Free. A compilation of educational and training programs for over 80 health careers is presented in chart form. Admission requirements, length of program, entering class size, degree or certificate awarded, tuition and other expenses, financial assistance and affiliations are listed for each program. A separate listing gives names, addresses, and phone numbers of persons to contact for financial assistance, veterans assistance, or specific program information.

Interior Design Career Guide. American Society of Interior Designers, 730 5th Ave., New York, NY 10019. 1976. Un-numbered. Free (single copy). Educational requirements, working conditions, job duties, employment prospects, job advancement, and salary expectations are detailed. A list of American Society of Interior Designers Student Chapter Schools is given.

Job Opportunity Guide: Clerk Typist. Commonwealth of Pennsylvania, Department of Labor and Industry, Bureau of Employment Security, Labor and Industry Bldg., 7th and Forster Sts., Harrisburg, PA 17121. 1976. Un-numbered. Free (single copy). Nature of work, training required, working conditions, wages, hours, benefits, and places of employment are discussed. Included is a section listing sources of more information.

Jobs in Construction. Science Research Associates, Inc., 259 E. Erie St., Chicago, IL 60611. 1975. 46 pp. $1.90. Jobs in all aspects of construction, from architecture to crane operations, are described. Educational requirements and expected salary ranges are included.

Jobs in Public Service. Science Research Associates, Inc., 259 E. Erie St., Chicago, IL 60611. 1975. 56 pp. $1.90. Careers in public service occupations are explored. The duties and responsibilities of letter carriers, fire fighters, police officers, city managers, urban planners, social workers, lawyers, and others are detailed. Educational requirements, average earnings, and where the jobs are located are listed in chart form.

Landscape Architecture: A Career. . . . The American Society of Landscape Architects, 1750 Old Meadow Rd., McLean, VA 22101. 1975. Un-numbered. Free (up to 3 copies). Type of work performed, occupational outlook, salary expectations, responsibilities, and obligations are presented. List of 37 colleges and universities offering accredited programs is given.

Law. (Career Opportunities Series C16). Catalyst, 14 E. 60th St., New York, NY 10022. 1975. 28 pp. $1.50. Career possibilities for women as lawyers and legal assistants are examined. Personal qualifications, employment outlook, salary expectations, possibilities for combining career with family obligations, including part time practice, are detailed.

Logging Industry Occupations. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 4 pp. 50 cents. Various occupations within logging industry are explored. Hours and earnings, personal requirements, training, advancement, employment outlook, and related occupations are detailed.

Military-Civilian Occupational Source Book. Department of Defense, Armed Forces Vocational Testing Group. Available from: Armed Forces Vocational

Testing Group, Universal City, TX 78148. 1975. 310 pp. Free. Military enlisted occupations are detailed. Included under each listing are Office of Education career cluster title, civilian job title, and job code from *Dictionary of Occupational Titles*, military job titles for each branch of the service, job statement, qualifications summary, and related service jobs.

Music Therapy: An Introduction to Therapy and Special Education through Music. Donald E. Michel. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62703. 1976. 134 pp. $9.75 An explanation of the work of music therapists, as well as the recent history of music therapy, is given. Responsibilities and attitudes, required education and training, and the development of professional standards are discussed. The author also includes chapters on the use of music therapy in treating children, adolescents, and adults.

1976-77 Airline Guide to Stewardess and Steward Careers, The. Alexander Clark Morton. Arco Publishing Company, Inc., 219 Park Ave. S., New York, NY 10003. 1976. 127 pp. $5.95. Job opportunities with individual American, Canadian and Caribbean airlines are covered. Eligibility requirements, training, salaries, base assignments, uniforms, fringe benefits, routes, pass and travel benefits, and union affiliations are listed for each airline. Where and how to apply for positions are also given.

Non-Teaching Jobs for Historians. Committee on Non-Teaching Employment Opportunities for Historians, Organization of American Historians, Indiana University, 112 N. Bryan St., Bloomington, IN 47401. 1975. Un-numbered. 5 cents. Suggestions on where to look for non-teaching jobs are given. Opportunities, requirements, and where to write for further information are detailed for careers in federal, state, and local government, editing, publishing, and business.

Science Education for You? Science education staff of Temple University and the School District of Philadelphia. National Science Teachers Association, 1742 Connecticut Ave., N.W., Washington, DC 20009. 1975. Un-numbered. 50 cents. Careers in science education, including teacher, educational media specialist, science curriculum specialist, writer, illustrator, and others, are discussed. Included is a section on how to get started, as well as a section listing sources of more information, including student financial aid.

"Starter" File of Free Occupational Literature, A. (Revised). Leonard H. Goodman and Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 52 pp. $1.50. Materials listed may be used to organize a cost-free, selective occupational library. For each of 117 careers, *Dictionary of Occupational Titles* three-digit occupational group arrangements, pamphlet title, publication date, and name and address of publishing organization are listed. These 117 pamphlets may be used to initially explore approximately 1000 careers. Index cross-references occupational titles of related careers with the 117 job titles.

Women in Landscape Architecture. The American Society of Landscape Architects, 1750 Old Meadow Rd., McLean, VA 22101. 1976. Un-numbered. Free (up to three copies). Type of work performed, preparation for profession, where employed, advancement opportunities, and rewards are discussed. Additional sections deal with professional concerns of women interested in this career field.

Women in Policing: A Manual. Catherine Higgs Milton, Ava Abramowitz, Laura Crites, Margaret Gates, Ellen Mintz, Georgette Sandler. Police Foundation, 1909 K St., N.W., Suite 400, Washington, DC 20006. 1975. 59 pp. Free (single copy). This survey and guide to police agencies and municipal governments details recruitment, training, and use of women in policing. Performance, evaluation, promotion, and resistance to women in policing are examined.

EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

Active Parent Concern: A New Home Guide to Help Your Child Do Better in School. Terrel H. Bell. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1976. 191 pp. $8.95. Author contends that parents may be most influential teachers in child's life. Guide provides methods and strategies to help parents create a home environment which provides valuable learning

experiences for children. Specific topics covered include how to counsel your child on career decisions, what to do when your child is failing, and material on school tests and examinations.

Admissions, Financial Aid, and Placement Procedures at Colleges That Use College Board Services, 1976. College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1976. 111 pp. $3.50. Summary of certain college policies and procedures in admissions, financial aid, placement, and credit by examination is presented in chart form. Listings are organized alphabetically by state.

Alternatives to Traditional Post-Secondary Education. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 11 pp. $1.00. Changing societal demands upon education and needs of present day students, as well as projections of specific career and job opportunities for the 1970's and beyond, are detailed. Nontraditional learning and credentialism are discussed. Innovative forms of learning available through technology, such as learning centers, service-learning, and other alternatives are considered. New learning modules including the University Without Walls (UWW) program, Britain's Open University, and the U.S. Navy's program are described. Predictions about the future of post-secondary education are outlined. Selected bibliography is included.

Better Late Than Early: A New Approach to Your Child's Education. Raymond S. Moore and Dorothy N. Moore. Reader's Digest Press. Available from: E. P. Dutton and Company, Inc., 201 Park Ave. S., New York, NY 10003. 1975. 236 pp. $7.95. Authors present research, literature, and observation to support their contention that children are better off starting school later rather than earlier. Child's "integrated maturity level" (IML) should be reached before going to school can prove beneficial.

COPA: The Balance Wheel for Accreditation. Council on Post-secondary Accreditation, Inc., 1 Dupont Cir., Suite 760, Washington, DC 20036. 1976. 16 pp. Free (single copy). General information on the Council, accreditation, and the Council's role is presented. Board members of the Council, as well as recognized accrediting groups, are listed.

Career Families: Interpretation Manual for the World of Work Inventory. Robert E. Ripley and Marie J. Ripley. Available from: World of Work, Inc., P.O. Box 27532, Tempe, AZ 85283, or National Computer Systems, Inc., 4401 W. 76th St., Minneapolis, MN 55435. 1976. 194 pp. $6.00. Information is presented which aids test takers, teachers, and counselors in understanding individual scores on this career interest inventory. 117 career families in 17 career areas are presented for further exploration.

Careers in the Private Sector—A National Study of College Graduates in Business and Industry. Ann Stouffer Bisconti and Irene L. Gomberg. Third in series of three monographs *Where Have They Gone*. College Placement Council Foundation, P.O. Box 2263, Bethlehem, PA 18001. 1976. 32 pp. $5.00. Study examines whom private industries employ, why graduates choose jobs in the private sector, and salaries in private companies.

College Guide for Buffalo Jewish Youth. Paul Feldman, Brian Goldblatt, Ellen Rosen, Sheryl Rosen, Mimi Schaer and Steven R. Rush (Compls.). B'nai B'rith—JHS Group Guidance Program, 609 Sidway Bldg., 775 Main St., Buffalo, NY 14203. 1974. 51 pp. $1.00. This guide provides college-bound students and their parents with information about Jewish life and educational resources on 58 college and university campuses chosen most by Buffalo area students. Each listing furnishes mailing address and information on total enrollment, Jewish enrollment, Jewish campus organizations, Jewish studies, and study in Israel. Availability of kosher food, area synagogues, local Jewish community centers, and mailing address of campus Hillel or other Jewish organizations are detailed.

Consumer's Guide to Fighting Back. Morris J. Bloomstein. Dodd, Mead and Company, 79 Madison Ave., New York, NY 10016. 1976. 288 pp. $7.95. How to complain, to whom complaints should be directed, where to obtain help, and suggestions on being a better consumer are given. Sample letters for consumer complaints are presented.

Directory of Accredited Home Study Schools—1976-1977. Accrediting Commission, National Home Study Council, 1601 18th St., N.W., Washington, DC

20009. 1976. Un-numbered. Free. What home study is, advantages of home study, and meaning of accreditation are discussed. Accredited home study schools, as well as subjects they teach, are listed.

Directory of Jewish Resident Summer Camps Under the Auspices of Jewish Communal Organizations, 1976-77. National Jewish Welfare Board, 15 E. 26th St., New York, NY 10010. 1976. 89 pp. $3.50. Camp location, home office, director, camping periods and season, rates, counselor requirements, dietary practices, registration requirements, temple or community center affiliations, special programs, and availability of winterized facilities are detailed for over 150 summer camps in the U.S. and Canada.

Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Banks, Financial Aid Sources. (Second Edition). Willis L. Johnson (Ed.). Garrett Park Press, Garrett Park, MD 20766. 1975. 400 pp. $9.75. Over 1300 organizations which have special programs for minority group members are divided into four sections: General Employment and Educational Assistance Programs, Federal Programs, Women's Programs, and College and University Awards. Names and addresses of organizations, together with a brief description of special programs offered, are given.

Eight Years Later: Education and Careers of Young Jewish Adults. Sol Swerdloff and Howard Rosen. B'nai B'rith Women and B'nai B'rith Career and Counseling Services. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 80 pp. $3.00. Follow-up study of 1,125 young Jewish adults who participated in 1961 study of *College and Career Plans of Jewish High School Youth*. Study reports on educational and career progress of these young people including attitudinal changes toward careers, Judaism, and parents. Significance and implications of key findings for guidance are discussed.

Environmental Planning: A Guide to Information Sources. Michael J. Meshenberg (Ed.). Vol. 3 in *Man and the Environment Information Guide Series*. Available from: Gale Research Company, Book Tower, Detroit, MI 48226. 1976. 492 pp. $18.00. Annotated bibliography lists literature relevant to the field of environmental planning. Topics covered include soil, geology, population and urban growth, climatology, noise, and environmental law.

Exploring Careers Through Volunteerism. Charlotte Lobb. Richards Rosen Press, Inc., 29 E. 21st St., New York, NY 10010. 1976. 159 pp. $4.80. Volunteer opportunities related to professional, clerical, sales, service occupations, the skilled trades, agriculture, and transportation and communications are detailed. Turning volunteer work into paid employment, involving young people in volunteer experiences, and being paid to direct volunteer workers are examined.

Father Power. Henry Biller and Dennis Meredith. Anchor Books, Doubleday and Company, Inc., 245 Park Ave., New York, NY 10017. 1975. 390 pp. $3.50. This manual presents step-by-step information intended for fathers who want to be active participants in rearing their children. Preparing for fatherhood, caring for the newborn child, adapting to family changes when children arrive, guiding children through their developmental stages and adjustments, and special problems and circumstances of divorced fathers, stepfathers, and single fathers are covered.

Guide to Career Education, The. (Revised). Muriel Lederer. Quadrangle/The New York Times Book Company, 10 E. 53rd St., New York, NY 10022. 1976. 401 pp. $6.95 (paper). Over 200 occupations that do not require college degrees are detailed. Included is information on what each job entails, personal qualifications, education and training needed, what the occupation has to offer, points to consider before entering this field, and sources of more information. Introductory sections deal with general information on career education, accreditation, financial aid, alternatives to consider, and choosing a career.

How to Get a Job With an American Firm Overseas. International Publications, P.O. Box 29193, Indianapolis, IN 46229. 1975. 22 pp. $2.00. General tips on landing a job and working overseas are given. A directory of American companies aboard, a listing of companies and agencies that often recruit teachers for overseas positions, and a listing of employment agencies which often have overseas jobs available are given.

How to Start a Professional Photography Business. Ted Schwarz. Henry Regenery Company, 180 N. Michigan Ave., Chicago, IL 60601. 1976. 276 pp. $5.95. Hints on collecting materials for a portfolio, breaking into the field gradually through moonlighting, and deciding which type of photography to do are given. Setting up one's studio, advertising and promotion, keeping records, and meeting financial obligations are covered.

How to Start and Manage Your Own Business. Gardiner G. Greene. Mentor Books, New American Library, Inc., 1301 Ave. of the Americas, New York, NY 10019. 1975. 243 pp. $1.95. Tips on becoming one's own boss are presented. Included are sections on strategies useful in financing a small business and in selecting professional services, management suggestions, and tips for keeping one's business going.

Information for Everyday Survival: What You Need and Where to Get It. Priscilla Gotsick, Sharon Moore, Susan Cotner, and Joan Flanery (Compls.). Appalachian Adult Education Center. Available from: American Library Association, 50 E. Huron St., Chicago, IL 60611. 1976. 414 pp. $10.00. Annotated list of free and inexpensive materials contains information on such subjects as aging, children, community, education, jobs, and money management. Each entry in list gives title, author, publication date, description of content and form (book, film, etc.), grade level of materials, name and address of source, and approximate cost.

Job Power Now! The Young People's Job Finding Guide. Bernard Haldane, Jean Haldane, and Lowell Martin. Acropolis Books Ltd., 2400 17th St., N.W., Washington, DC 20009. 1976. 172 pp. $8.95. This guide is designed to help young people between the ages of sixteen and twenty identify their best skills, relate these skills to desired jobs, and make themselves more marketable in today's depressed job market. Specific techniques for uncovering individual potential, for developing contacts with prospective employers, for getting interviews, and "winning" the job campaign are given.

Jobkeeping: A Hireling's Survival Manual. David Noer. Chilton Book Company, Chilton Way, Radnor, PA 19089. 1976. 169 pp. $7.95. How employees can prepare for possible layoffs, know when they are coming, and survive them. Laws which protect against discrimination are discussed.

Lovejoy's College Guide. (Thirteenth Edition). Clarence E. Lovejoy. Lovejoy's Educational Guides, Simon and Schuster, Rockefeller Center, 630 5th Ave., New York, NY 10020. 1976. 423 pp. $5.95 (paper). What to consider when selecting a college, alphabetical listings of schools by curricula, and information on over 3,500 institutions including two and four-year schools are given. Location, rating, admission tests required, accreditation, number of students, faculty-student ratio, costs, financial aid available, and degrees offered are included for each institution listed.

Making Contact. Virginia Satir. Celestial Arts, 231 Adrian Rd., Millbrae, CA 94030. 1976. Unnumbered. $3.95. Author explains how contact with ourselves and others is made, how it got this way, and how it can be improved through using our eyes, ears, feelings, speech, thought, movement, and actions.

Meeting the Challenge: Experimental and Innovative Colleges and Universities. S. Norman Feingold, Anne E. Garrett, and Fae E. Hoffman. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 48 pp. $2.50. This booklet provides brief, descriptive listings of experimental and innovative schools and programs. Each description supplies name and address, founding date, and institution's classification as "experimental," "innovative," or having programs of an experimental or innovative nature. Each listing contains information pertaining to accreditation, affiliation, environmental surroundings, composition of student body, and enrollment figures. Academic calendar, grading system and degrees offered, as well as tuition costs, and types of housing facilities are considered. Details pertaining to programs and facilities are included where possible. Special section on visiting experimental and innovative schools is also included.

On Your Mark for Change. Montgomery County Commission for Women, 150 Maryland Ave., Rockville, MD 20850. 1976. 23 pp. Free (single copy, limited supply). Booklet presents suggestions and information for women re-entering the job market or

women who wish to continue their education. Where to go in metropolitan Washington, DC, for professional and vocational training and retraining, and listing of educational and financial aid sources for women are included.

PDA—Personal Death Awareness. William Worden and William Proctor. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1976. 196 pp. $7.95. Exercises and suggestions for increasing awareness of one's own death, and thereby increasing the meaning and rewards of life, are given.

Pleasure Book, The. Julius Fast. Stein and Day Publishers, Scarborough House, Briarcliff Manor, NY 10510. 1975. 260 pp. $8.95. Over 70 ways people may find pleasure are detailed. Growing plants, discovering new foods and restaurants, and window shopping are some of the ideas presented.

Psychic War in Men and Women. Helen Block Lewis. New York University Press, 21 W. 4th St., New York, NY 10003. 1976. 321 pp. $12.00. How two sexes are differently acculturated into societies, how this influences male and female superego formation, and how acculturation into an exploitative society influences men and women to seek differing routes to madness are examined.

Rape Victim, The. Elaine Hilberman. American Psychiatric Association, 1700 18th St., N.W., Washington, DC 20009. 1976. 98 pp. $5.00. Focusing on the female rape victim, monograph discusses legal, medical, and sociocultural aspects of rape. Growth and goals of community rape crisis centers, reactions to rape by victim and victim's friends and family members, use of counseling and psychiatry in helping victims overcome trauma, and research which should be done in order to better understand the issues concerning rape are included. Appendices present guidelines for management of suspected rape, for care of victims of rape and sexual assault, and for hospital care of child victims.

Second Best: The Crisis of the Community College. L. Steven Zwerling. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1976. 382 pp. $10.00. History, performance, and future of the community college are examined. Author contends community colleges act as social filters reconciling students to seeking "realistic" career goals instead of aspiring to be upwardly mobile, and thereby maintaining society's status quo.

Self-Directed Change for the Mid-Career Manager. Robert F. Pearse and B. Purdy Pelzer. AMACOM, American Management Associations, 135 W. 50th St., New York, NY 10020. 1975. 187 pp. $11.95. Suggestions for anaylzing one's mid-career situation and developing plans for changing one's personal and professional life are given through case histories and self-analysis charts.

Talking About Death: A Dialogue Between Parent and Child. (Revised). Earl A. Grollman. Beacon Press, 25 Beacon St., Boston, MA 02108. 1976. 98 pp. $3.95 (paper). In addition to an illustrated dialogue which parents can use to stimulate discussion about death with their young children, the author has included a guide for parents and a listing of further resources for those seeking information and help.

Trans-Cultural Study Guide, The. (Second Edition). Ken Darrow, Brad Palmquist (Eds.). Volunteers in Asia, Box 4543, Stanford, CA 94305. 1975. 155 pp. $2.25. Questions are organized into 12 topic areas in order to guide one's inquiries and understanding of another culture. Book is intended for anyone who anticipates living in another culture.

What Color Is Your Parachute? A Practical Manual for Job Hunters and Career Changers. (Revised). Richard Nelson Bolles. Ten Speed Press, Box 4310, Berkeley, CA 94704. 1976. 229 pp. $4.95 (paper, plus 50 cents postage and handling). Author offers suggestions, exercises, and advice on how to decide what one wants to do with one's life and how to turn career desires into paid positions. Appendices include lists of books and resource centers helpful in these pursuits.

What Every Veteran Should Know. (Thirty-ninth Revised Edition). George Spilman, Director, Veterans Information Service, P.O. Box 111, East Moline, IL 61244. 1976. 400 pp. $4.00. Arranged according to subjects, this guide presents information on veterans benefits, rights, privileges, and services over which the Veterans Administration has jurisdiction. Filing of

claims, appealing cases, explanation of all related bills passed by the last session of Congress are included.

Why Am I So Miserable If These Are the Best Years of My Life? Andrea Boroff Eagan. J.B. Lippincott Company, E. Washington Sq., Philadelphia, PA19105. 1976. 251 pp. $6.95. This guide for young women provides information on being yourself, relationships with girls, boys, and parents, anatomy, sex, and birth control.

Woman's Almanac: 12 How-to Handbooks in One. Kathryn Paulsen and Ryan A. Kuhn (Eds.). Armitage Press, Inc., and Information House Books, Inc., J.B. Lippincott Company, E. Washington Sq., Philadelphia, PA 19105. 1976. 624 pp. $6.95. Articles are arranged according to subject areas of health, psychology, sex, motherhood, education, working, owning a business, managing money, legal concerns, politics, handywoman, and simple pleasures. Names, addresses, and brief descriptions of over 1500 women's services, resources, and special interest organizations are listed in a final chapter entitled "Woman's Directory."

Writing as a Professional Activity. Margaret B. Fisher and Margaret Ruth Smith. National Association for Women Deans, Administrators, and Counselors, 1028 Connecticut Ave., N.W., Washington, DC 20036. 1976. 48 pp. $2.50. Writing as an adjunct activity of professional educators is discussed. Tips on scheduling time for writing, developing a style, writing a thesis or dissertation, journal articles, and books are given. Final chapter contains style guide and information about manuscripts for the *Journal of the National Association for Women Deans, Administrators, and Counselors.*

GUIDANCE ADMINISTRATION AND PROCEDURES

ASPA Handbook of Personnel and Industrial Relations, Vol. III, Part 7: Employee and Labor Relations. Dale Yoder and Herbert G. Heneman, Jr. (Eds.). Official Handbook of the American Society for Personnel Administration. Available from: BNA Books, Bureau of National Affairs, Inc., 1231 25th St., N.W., Washington, DC 20037. 1976. 219 pp. $5.00. The third of eight volumes which will comprise this handbook for professionals in the field of personnel and industrial relations includes overviews, examples, and models of topics such as employee relations without a union, labor relations in public service, union and worker participation in personnel and industrial relations management, contract administration, and collective bargaining.

Active-Listening Skills for Staff Development: A Cognitive Viewpoint. Joseph E. Bernier. Pupil Personnel Services Section, Minnesota Department of Education. Available from: Documents Section, Rm. 140, Centennial Bldg., St. Paul, MN 55101. 1976. 177 pp. $3.00. Combined manual and workbook presents programmed course of instruction designed to build skills in identifying feelings, ideas, and perceptions of others.

Alcoholics and Business: Problems, Costs, Solutions. Joseph F. Follmann, Jr. AMACOM, American Management Associations, 135 W. 50th St., New York, NY 10020. 1976. 246 pp. $12.95. The effects of alcoholism and problem drinking on the business community, what can be done about it, what is being done, and recommendations for the future are detailed.

Alternatives to Growth: Education for a Stable Society. Robert M. Bjork and Stewart E. Fraser. Fastback Series No. 72, Phi Delta Kappa Educational Foundation. Available from: Phi Delta Kappa, 8th and Union, Box 789, Bloomington, IN 47401. 1976. 34 pp. 35 cents (members); 50 cents (non-members). The shift away from unlimited growth in our society and the effects this will have on education are discussed. Ways in which traditional educational programs may be influenced are included.

Career Guidance and the Changing World of Work. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Physical and educational changes occurring in our society are considered. Transition within the family and consequent changes in human values are discussed. Impact of technological change and resultant change in composition of the labor force are examined. Author concludes with a challenge to the counseling profession to meet future needs.

Career Guidance: Roles for Action. Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Direction and emphases career guidance concepts should take are considered. Responsibilities of guidance counselors within the framework of career education are discussed. Career development concepts are examined at the elementary through secondary school levels with discussion of techniques developed by various authorities in career guidance. "Roles for action" that counselors may take in order to be better prepared for more effective utilization of skills and knowledge are delineated.

Critical Issues in Career Guidance. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 12 pp. $1.00. Issues confronting and challenging career guidance counselors are examined. Question of whether counselors are facing a crisis of identity is explored. Requirements for satisfactory fulfillment of counselors' roles are considered. Functions of a professional association in order to effectively represent its membership are delineated.

Design the Future Through Alternative Careers: The Tucson, Arizona Career Education Project. Career Education Project, Tucson Public Schools, P.O. Box 4040, Tucson, AZ 85717. 1975. Un-numbered. Free. Purposes and objectives of program to enable inner city resident students to develop attitudes, knowledge, and skills necessary to make relevant career choices are outlined. Design of program and approaches used are included.

Directory of Organizations and Personnel in Educational Management. (Fifth Edition). Philip K Piele and Stuart C. Smith (Compls.). ERIC Clearinghouse on Educational Management, University of Oregon, Eugene, OR 97403. 1976. 81 pp. $4.95 (prepaid). Directory lists 160 organizations active in all levels of education and 489 researchers in elementary and secondary educational management. Alphabetic organizational listings include area serviced, purpose, subjects in which organization specializes, and publications information. Alphabetic personnel listings include addresses of researchers for 1976 academic year, subjects of research, agencies with which research efforts are affiliated, and publications available from researchers. Indexes list organizations by geographic location, and organizations and personnel by subject area.

Directory of Science Resources for Maryland, 1976-1977. (Seventh Edition). Maryland Department of Economic and Community Development, 2525 Riva Rd., Annapolis, MD 21401. 1976. 230 pp. $3.00. Directory lists research and development firms, professional organizations, and information sources for science and technology in Maryland. Names, addresses, and telephone numbers of organizations, plus chief executives within organizations, are given.

Education in a Free Society: An American History. (Third Edition). S. Alexander Rippa. David McKay Company, Inc., 750 3rd Ave., New York, NY 10017. 1976. 436 pp. $6.95. Chronological approach to history of American education from 1607 to the present emphasizes philosophies and theories of education prevalent during various historical periods.

Education, Participation, and Power: Essays in Theory and Practice. Herbert Gintis, Denis Goulet, the Center for New Schools, Frank Adams, and Arthur E. Thomas. Reprint No. 10, *Harvard Educational Review*. Available from: Harvard Educational Review, Longfellow Hall, 13 Appian Way, Cambridge, MA 02138. 1976. 165 pp. $3.75. Articles present ideas on and models for humanizing educational programs and policies. Topics include study of values, alternative schools, and community power and student rights.

Ethical and Legal Concerns of the Counselor. Mark L. Fisher. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 8 pp. $1.00. Ethical and legal implications of counselors' professional activities are discussed. Past laws affecting counselors' performance of duties are delineated. Issue of privileged communication is examined. Ways in which counselors may protect themselves from lawsuits are considered. Importance of more efficient counselor education and training is stressed. Author urges counselors to take heed of ethical and legal considerations in guidance. Questions for consideration and selected bibliography are included.

Focus: Bilingual Education. Educational Testing Service, Princeton, NJ 08540. 1976. 19 pp. Free. Resurgence of bilingual education, problems encountered in planning and instituting such programs, evaluation of bilingual education programs, and use of diagnostic and achievement tests are discussed.

Formulating Policy in Postsecondary Education: The Search for Alternatives. John F. Hughes and Olive Mills (Eds.). American Council on Education, 1 Dupont Cir., Washington, DC 20036. 1975. 338 pp. $15.00 (plus 50 cents postage). Collection of papers presented at the 57th annual meeting of the American Council on Education in San Diego in the fall of 1974 addresses such topics as faculty-management relationships, institutional finance and management, tuitions, student aid, nontraditional programs, and the credentialing of experience.

Great American Degree Machine, The. Douglas L. Adkins. Carnegie Council on Policy Studies in Higher Education, 2150 Shattuck Ave., Berkeley, CA 94704. 1975. 663 pp. $14.00. Statistical data are presented in the following categories: annual academic degree output of U.S. universities, 1890-1971; age distributions of degree recipients for certain survey years; transition frequencies and time-lapse distributions for the attainment of higher degrees by holders of lower degrees for selected years; and the American population of academic degree holders, annually, from 1930 to 1971. Listings are given by sex, academic specialty, and degree level.

Guide to Seeking Funds from CETA, A. U.S. Department of Labor, Employment Standards Administration, Women's Bureau and Employment and Training Administration. Available from: U.S. Department of Labor, Employment Standards Administration, Women's Bureau, Washington, DC 20210. 1976. 19 pp. Free. Guide outlines nine major steps to be followed in applying for funds under the Comprehensive Employment and Training Act. Booklet contains list of CETA contacts in each state, sources of statistical information, and explanation of terms commonly used in CETA.

How to Plan a Community Resources Workshop. Albert L. Ayars and Corlan Bovee. National Association for Industry–Education Cooperation, 235 Hendricks Blvd., Buffalo, NY 14226. 1975. 30 pp. $2.00. Guidelines are given to aid those who plan community resources workshops through which teachers can become acquainted with resources of the community, devise ways to make them useful in the classroom, and take the classroom into the community. Sections on the workshop in operation and workshop evaluation are included.

Human Services Education and Practice: An Organic Model. Joann Chenault. Human Sciences Press, Behavioral Publications, Inc., 72 5th Ave., New York, NY 10011. 1975. 69 pp. $4.50. Organic model deals with education of help-givers and delivery of human services. Model is a base used in developing, maintaining, and changing services, research, and programs. Stages of organic model are described.

Long-Range Planning for Your Business: An Operating Manual. Merritt L. Kastens. AMACOM, American Management Associations, 135 W. 50th St., New York, NY 10020. 1976. 160 pp. $11.95. Step-by-step guide tells what to do to produce a strategic long-range plan for organizations, regardless of their size. Annotated bibliography is given on specific topics at the end of each chapter.

Managing Without Unions. M. Scott Myers. Addison-Wesley Publishing Company, Inc., Reading, MA 01867. 1976. 176 pp. $8.95. Author views unionization as the inevitable product of bad management. An analysis of why people do and do not join unions and the supervisor's leadership and organization developer roles are given. Final section presents guidelines and procedures for managers to use in order to avert unionization.

New Dimensions for Educating Youth: A Report on America's Secondary Schools. Report on National Conference on America's Secondary Schools conducted jointly by U.S. Office of Education and National Association of Secondary School Principals. Available from: U.S. Department of Health, Education, and Welfare, Office of Education, Denver, CO 80202. 1976. 82 pp. Free. Proceedings of this conference and reports presented at it are included. Reports examine numerous secondary school concerns, including vandalism, values education, guidance, and job training and placement.

Perspectives on American Education. Ralph W. Tyler. Science Research Associates, Inc., 259 E. Erie St., Chicago, IL 60611. 1976. 165 pp. $9.95. Lectures on American education given as the Patten Lectures at Indiana University are recorded. Subject matter ranges from considerations of educational past to challenges for the future.

Perspectives on Career Guidance: An Administrator's View. S. Norman Feingold. A Reprint from: *Peabody Journal of Education*, Vol. 52, No. 1, Oct. 1974, pp. 5-13. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 8 pp. $1.00. Basic concepts of career education and their relation to career guidance are considered. Role of career guidance within the framework of career education is examined. Thrust of today's youth toward personal growth and self-actualization is emphasized. Author provides twenty-two working guidelines for counselors. Suggestions are made concerning the role which may be taken by a professional association toward implementing relevant career guidance programs.

Projections of Education Statistics to 1984-85. Kenneth A. Simon and Martin M. Frankel. U.S. Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, 400 Maryland Ave., Rm. 3060, Attn: M. Frankel, Washington, DC 20202. 1976. 173 pp. Free (single copy, limited supply). Ten-year projections of statistics in areas of enrollment, graduates, teachers, and expenditures are provided for elementary schools, secondary schools, and institutions of higher education.

Readings and Applications in School Counseling. Vicente N. Nobel (Ed.). MSS Information Corp., 655 Madison Ave., New York, NY 10021. 1976. 144 pp. $3.75. Articles illustrate functions of counseling in schools and detail specific techniques and applications of techniques in school counseling. Topics include concerns such as career counseling, creativity, and individual and group counseling techniques.

Research Doctorate in the United States, The. Report of the Association of Graduate Schools to the Association of American Universities. Available from: Association of Graduate Schools, 1 Dupont Cir., Washington, DC 20036. 1976. 36 pp. $1.00. Report represents consensus of graduate deans of fifty major universities concerning primary functions of graduate education and research in the U.S. and how these functions can best be performed. Topics considered range from continuity and change in graduate education to accessibility of graduate education.

School-Community Interaction. Richard W. Saxe. McCutchan Publishing Corporation, 2526 Grove St., Berkeley, CA 94704. 1975. 265 pp. $10.75. Principles and practices which apply to school-community relations are discussed. Information included is designed to help educators better understand processes involved in establishing and maintaining favorable community relations.

Schooling in the Cultural Context: Anthropological Studies of Education. Joan I. Roberts and Sherrie K. Akinsanya (Eds.). David McKay Company, Inc., 750 3rd Ave., New York, NY 10017. 1976. 479 pp. $8.95. Collection of writings in the field of anthropology of education presents studies in five areas: Culture, Community, and School; Anthropological Analyses of Classrooms; Culture, Education, and the Individual; Language and Cultural Learning; and Educators from an Anthropological Perspective.

Sponsored Research of the Carnegie Commission on Higher Education. Carnegie Commission on Higher Education. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1975. 397 pp. $15.00. This final volume of the Carnegie Commission's Summary Report, 1967-1973, contains all independent studies and essays prepared for the Carnegie Commission on Higher Education. Works have been digested and organized by subject area.

Strategies for Postsecondary Education. Peter Scott. Halsted Press, John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1975. 161 pp. $14.95. Overview is given of current situation in American postsecondary education, including traditional higher education, community colleges, and proprietary schools. Performance of American postsecondary system is compared with systems in Britain and France. Final chapter contains alternative strategies and general observations about the future of postsecondary education.

Strengthening School-Community Relations. Robert Byrne and Edward Powell. National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. 1976. 35 pp. $3.00. Guidelines for establishing an effective community relations program, including identifying and analyzing the school community, preparing staff and students, and choosing methods of reporting information, are detailed.

Systematic Process for Planning Media Programs, A. James W. Liesner. American Library Association, 50 E. Huron St., Chicago, IL 60611. 1976. 166 pp. $7.00. Utilizing techniques and principles of PPBS (planning-programming-budgeting system), author details methods for defining service outputs, assessing program needs and priorities, determining resource and operational requirements, estimating present and projected program costs, and implementing school media programs.

Trends in Mental Health Evaluation. Elizabeth Warren Markson and David Franklyn Allen (Eds.). Lexington Books, D.C. Heath and Company, 125 Spring St., Lexington, MA 02173. 1976. 150 pp. $14.50. Collection of articles gives an overview of current policies, techniques, and problems in mental health evaluation.

Understanding Faculty Unions and Collective Bargaining: A Guide for Independent School Administrators. Frank R. Kemerer. National Association of Independent Schools, 4 Liberty Sq., Boston, MA 02109. 1976. 64 pp. $3.50. Guide describes nature and causes of faculty unions and collective bargaining. Strategies for developing good personnel policy are given. Glossary of labor terms and organizations, and annotated bibliography of materials on unions and collective bargaining are included.

Update on Education: A Digest of the National Assessment of Educational Progress. Simon S. Johnson. Education Commission of the States, 1860 Lincoln St., Suite 300, Denver, CO 80203. 1975. 147 pp. $5.95 (prepaid). Digest presents information about levels of educational achievement nationwide. Achievement levels are given in seven assessment areas of science, citizenship, writing, reading, literature, music, and social studies. Included is a section containing suggestions about usefulness of assessment data.

Values in Education: Notes Toward a Values Philosophy. Max Lerner. Phi Delta Kappa Educational Foundation. Available from: Phi Delta Kappa, P.O. Box 789, Bloomington, IN 47401. 1976. 138 pp. $4.00 (members); $5.00 (non-members). The dynamics of value formation, changing value systems in America, and how these affect education are discussed.

STUDENT AIDS

Archaeological Institute of America Fellowship Program. Archeological Institute of America, 260 W. Broadway, New York, NY 10013. 1976. 1 p. Free. Amount, qualifications, application procedure, terms of grant, date of announcement of award, and date stipend available for Olivia James Traveling Fellowship and Harriet Pomerance Fellowship are covered.

Bureau of Indian Affairs Higher Education Assistance for Native Americans. U.S. Department of the Interior, Bureau of Indian Affairs, Office of Indian Education Programs, Indian Education Resources Center, Division of Continuing Education, Higher Education Assistance Program, P.O. Box 1788, Albuquerque, NM 87103. 1975. Un-numbered. Free. Explanation of program, types of aid available, eligibility requirements, application procedures, continuation of grant assistance, and students assisted through program are covered. List of Higher Education Assistance Representatives and addresses of area offices are included.

Canadian Library Association Scholarships, 1977-78. Canadian Library Association. Available from: Scholarships and Awards Committee, Canadian Library Association, 151 Sparks St., Ottawa, Ontario, Canada K1P 5E3. 1976. 1 p. Free. Details about Howard V. Phalin–World Book Graduate Scholarship in Library Science, H.W. Wilson Foundation Scholarship, and Elizabeth Dafoe Scholarship are given. Details include number available, duration of award, where award is tenable, conditions of award, and deadline for applications.

Career Development Opportunities for Native Americans. U.S. Department of the Interior, Bureau of Indian Affairs, Office of Indian Education Pro-

grams, Indian Education Resources Center, Division of Continuing Education, Higher Education Assistance Program, P.O. Box 1788, Albuquerque, NM 87103. 1975. 56 pp. Free. General information on planning a future, and on programs and requirements for post-high school education is given. Separate chapters deal with programs and financial aid specifically for Native American applicants, and student aid assistance prospects for all students.

Case-Miller-Moore Memorial Scholarship Fund, The. Southern California Hearing Council. Available from: Case-Miller-Moore Fund, 1330 N. Kroeger Ave., Fullerton, CA 92631 1976. Un-numbered. Free. Fund provides scholarships to those striving in the field of hearing and speech. Origin and administration of fund, development of scholarship program, purpose of fund, and qualifications and procedure for applying are outlined.

Dumbarton Oaks Center for Studies in Landscape Architecture Fellowship Announcement 1977-1978. Center for Studies in Landscape Architecture, Dumbarton Oaks, Trustees for Harvard University, 1703 32nd St., N.W., Washington, DC 20007. 1976. Un-numbered. Free. Types of fellowships, appropriate projects, conditions and requirements, and application procedures and deadlines are covered.

Earl Warren Legal Training Program, Incorporated, The. Earl Warren Legal Training Program, Inc., 10 Columbus Cir., Suite 2030, New York, NY 10019. 1976. Un-numbered. Free. Program to increase number of black lawyers in U.S. by 1,500 over period of seven years is described. Scholarships, fellowships, retainers available to those entering law practice, and Lawyer Training Institutes are detailed. Qualifications, conditions of award, application procedures, and deadlines are given for scholarship aid and fellowships.

Environmental Conservation Fellowships. National Wildlife Federation, 1412 16th St., N.W., Washington, DC 20036. 1976. Un-numbered. Free. How and when to apply or renew, study areas eligible, qualifications, period and conditions of award, methods of and criteria for selection, deadline for applications, and notification date are covered. List of priority study topics is included.

Financial Aids for Higher Education, 76-77 Catalog. Oreon Keeslar. William C. Brown Company, Publishers, 2460 Kerper Blvd., Dubuque, IA 52001. 1976. 699 pp. $14.95 (plus postage and handling). Guidelines on seeking a scholarship, list of additional books which may help in this pursuit, and program finder index are given. Organization offering aid, description of aid, value, eligibility, application procedures, and whom to contact for further information are detailed for over 3,400 financial aid programs, including scholarships, contests, and loans, for students entering college.

Guide to NIH Programs and Awards. U.S. Department of Health, Education, and Welfare, Public Health Service, National Institutes of Health. Available from: Office of Grants Inquiries, Division of Research Grants, National Institutes of Health, Bethesda, MD 20014. 1976. 60 pp. Free. National Institutes of Health divisions and types of research supported by each division are detailed. Explanation of types of grants and research contracts is included. Contents serve as a guide to potential applicants in locating congruent areas of interest and appropriate NIH offices to contact for further information about application, review, award processes, and other requirements.

Information for Counselors. College Scholarship Service, College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1976. 4 pp. Free (single copy). Brochure answers questions most often asked about financial aid. Explanation of purpose and of terms used in financial aid is given.

Lalor Foundation, The: Program of Research Grants to be Offered for 1977 and Summary of Activities for 1976. Lalor Foundation, 4400 Lancaster Pk., Wilmington, DE 19805. 1976. Un-numbered. Free. Information includes types of grants available, purpose of grants, eligibility of institutions and individuals, financial data, and application information. Grants are primarily for research in reproductive physiology. Overview of Foundation and its activities is given.

Meeting College Costs. College Scholarship Service, College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815,

Princeton, NJ 08540. 1976. 8 pp. Free (single copy). Information on making a student budget, on estimating what parents may be asked to pay, and on determining if financial aid will be necessary is included. Sources of finanacial aid and steps required to apply for aid are outlined.

Mutual Educational Exchange Program General Information: Fulbright-Hays Awards for University Lecturing and Postdoctoral Research Abroad. Council for International Exchange of Scholars, 11 Dupont Cir., Suite 300, Washington, DC 20036. 1976. 6 pp. Free. Agencies involved in administering Fulbright-Hays Program, eligibility requirements, announcements, and application procedures are given. Review stages, criteria for review, terms of awards, and where to write for further information are detailed.

SEG Foundation Scholarship Program. Society of Exploration Geophysicists, SEG Foundation, P.O. Box 3098, Tulsa, OK 74101. 1976. 1 p. Free. Number of scholarships, selection of recipients, requirements for eligibility, application procedure, and application deadline are outlined. Scholarships are limited to undergraduate or graduate students studying geophysics or a closely related field.

Scholarships, Grants, and Programs Administered by the Kosciuszko Foundation. The Kosciuszko Foundation, 15 E. 65th St., New York, NY 10021. 1976. 4 pp. Free. Exchange programs with Poland, scholarships and grants for Americans to encourage the development of Polish studies and Polish culture in the U.S., scholarships and grants for Americans of Polish background, and scholarships and grants for Poles abroad are detailed. Amounts awarded, eligibility, and application procedures and deadlines are given for awards in all categories.

Soroptimist and McCall Life-Pattern Fund Training Awards Program. Soroptimist Foundation and Soroptimist Foundation of Canada, 1616 Walnut St., Philadelphia, PA 19103. 1976. 1 p. Free. Amounts to be awarded and guidelines for choosing recipients for 1977 awards are given. Awards are intended to assist mature women in upward mobility and in their efforts toward retraining and entry or re-entry into the labor market.

Student Aids and BBCCS: A New Look at an Old Problem. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1973. 25 pp. $1.00. Overview of student aid, including explanation of terms and types of student aid, is given. Role of BBCCS and recommendations for future involvement of BBCCS in student aid programs, policy formations, and publicity are discussed.

Student Expenses at Postsecondary Institutions 1976-77. Elizabeth W. Suchar, Stephen H. Ivens, and Edmund C. Jacobson. College Scholarship Service, College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1976. 70 pp. $2.50. Information on costs of attending different types of postsecondary institutions is included. Eighteen tables show average expenses for resident, commuting, and self-supporting students. Data showing how postsecondary educational expenses are increasing and how expenses vary by region are given.

Tangley Oaks Graduate Fellowships. United Educators, Inc., Tangley Oaks Educational Center, Lake Bluff, IL 60044. 1976. 1 p. Free. Grants for graduate study at any level including postdoctoral with preference given to candidates in education and librarianship are described. Criteria used in selecting recipients, amounts awarded, and where to write for further information are given.

Whitney M. Young, Jr. Fellowship in Banking. American Bankers Association, 1120 Connecticut Ave., N.W., Washington, DC 20036. 1976. 1 p. Free. Details of fellowship available to student in advanced graduate program in money, banking, or related fields are given. Eligibility, terms of award, and application deadline are outlined.

AIDS FOR THE TEACHER

Audio-Visual Equipment Directory, The. (Twenty-second Edition). Sally Herickes (Ed.). National Audio-Visual Association, Inc., 3150 Spring St., Fairfax, VA 22030. 1976. 483 pp. $14.50 (prepaid). Illustrated guide is designed to help buyers make practical, cost-effective decisions on the purchase and use of A-V equipment and systems. Uniform specifi-

cations on price, model, weight, capacity, accessories, and technical details are listed for over 2000 items. Geographical listing of dealers, film libraries, and consulting companies is included.

Avoiding Teacher Malpractice: A Practical Legal Handbook for the Teaching Professional. Rennard Strickland, Janet Frasier Phillips, and William R. Phillips. Hawthorn Books, Inc., 260 Madison Ave., New York, NY 10016. 1976. 223 pp. $8.95. Guidelines on topics such as discipline and punishment, supervision, playground duty, accountability, curriculum, censorship, libel and slander, privacy, and the teacher's personal life are presented in order to aid teachers and school administrators in becoming more aware of potential legal problem areas.

Educable Mentally Retarded Student in the Secondary School, The. National Education Association, 1201 16th St., N.W., Washington, DC 20036. 1975. 32 pp. 75 cents. Approaches to effective teaching of the mildly retarded student in the contemporary high school are discussed.

Educating for Career Development. W. Wesley Tennyson, et al. Pupil Personnel Services, Division of Instruction, Minnesota Department of Education. Available from: Documents Section, Room 140, Centennial Bldg., St. Paul, MN 55101. 1975. 166 pp. $3.25. Monograph includes explanation of career development, assumptions underlying career development, and role of teachers and curriculum in career development. Strategies and resources for implementation of career development programs are given.

Educators Guide to Free Guidance Materials. (Fifteenth Edition). Mary H. Saterstrom (Ed.). Educators Progress Service, Inc., Randolph, WI 53956. 1976. 395 pp. $10.75. Guide includes annotated listings of films, filmstrips and slides, tapes, scripts, and transcriptions, and printed materials in areas of career planning, social-personal relationships, responsibility to self and to others, and use of leisure time. Separate indexes list materials by title and subject area. Sources of materials are given, and indexes of materials available in Australia and Canada are included.

Elementary Teachers Guide to Free Curriculum Materials. (Thirty-third Edition). Patricia H. Suttles (Ed.). Educators Progress Service, Inc., Randolph, WI 53956. 1976. 406 pp. $11.50. Guide presents annotated listing of over 1,700 free materials, including maps, bulletins, pamphlets, exhibits, charts, magazines, and books. Materials are listed by subject area, by title, and by source. Names and addresses of sources, Australian source index, and Canadian source index are given.

Mainstreaming: Helping Teachers Meet the Challenge. National Advisory Council on Education Professions Development, Room 308, 1111 20th St., N.W., Washington, DC 20036. 1976. 34 pp. Free. Report examines integration of handicapped children into regular classrooms. Definition and practice of mainstreaming, impact on teacher's roles, present status of teacher preparation, government response to mainstreaming, assessment of mainstreaming, and recommendations for the future are included.

Non-sexist Education for Young Children: A Practical Guide. Barbara Sprung. Citation Press, Scholastic Magazines, Inc., 50 W. 44th St., New York, NY 10036. 1975. 115 pp. $3.25. Guide for teachers and parents presents information on how to avoid sexist language and counteract sex-role stereotypes. Activities, materials, and resources which foster non-sexist learning for young children are given.

Reading and the Bilingual Child. Doris C. Ching. Reading Aids Series. Available from: International Reading Association, 800 Barksdale Rd., Newark, DE 19711. 1976. 41 pp. $2.00 (members); $3.00 (nonmembers). Discussion includes description of bilingual child's needs, exposition of four approaches used in teaching English as a second language, and presentation of teaching strategies for developing language and concepts. Final section deals with considerations involved in selecting a formal reading approach to use with bilingual children.

Teachers Make a Difference. Thomas L. Good, Bruce J. Biddle, and Jere E. Brophy. Holt, Rinehart and Winston, 383 Madison Ave., New York, NY 10017. 1975. 271 pp. $5.95. Authors document through research findings the fact that teachers and schools do make a difference in educational progress of students. Explanation of research process and how research data can be used to help improve educational practice are included.

Transpersonal Education: A Curriculum for Feeling and Being. Gay Hendricks and James Fadiman (Eds.). A Spectrum Book. Available from: Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1976. 184 pp. $3.95. Collection of twenty-four articles which deal with various aspects of transpersonal education, including defining transpersonal education, fantasizing, meditation, and body awareness. Articles tell how to help students get in touch with themselves and their creative abilities.

GUIDANCE MATERIAL—FREE OR INEXPENSIVE

Alfred P. Sloan Foundation: Report for 1975. Alfred P. Sloan Foundation, 630 5th Ave., New York, NY 10020. 1976. 72 pp. Free. In addition to listings of trustees, officers, and staff, president's statements, policies and procedures, and financial review, report presents descriptions of grants to particular programs, such as minority engineering education, and to general programs in such areas as science and technology.

Annual Report for 1975: Carnegie Corporation of New York. Carnegie Corporation of New York, 437 Madison Ave., New York, NY 10022. 1976. 118 pp. Free. Reports of president, secretary, and treasurer are given. Included is a list of grants, grouped according to broad program areas and containing a brief description of each program, and a list of books resulting from grants.

Approaches to State Licensing of Private Degree-Granting Institutions: The Airlie Conference Report. Institute for Educational Leadership, The George Washington University. Available from: Postsecondary Education Convening Authority, 1001 Connecticut Ave., N.W., Suite 310, Washington, DC 20036. 1975. 70 pp. Free (single copy). Overview of state licensing including purposes, functions, and approaches are described. Appendices contain directory of contacts by state, questionnaire on licensing postsecondary educational institutions and responses by state, and list of issues in state licensing.

Catalogue of Publications. Israel Information Center, 214 Jaffa Rd., P.O. Box 13010, Jerusalem, Israel. 1975. 36 pp. Free. Major subjects covered by publications listed include: Israel, Arab-Israel Conflict, The Middle East, Jews of the World and Miscellaneous (maps, bibliographies, current information, posters and other visual aids).

College Board Publications 1976-77. College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1976. 80 pp. Free (single copy). Publications in areas of admissions and placement, curriculum, films, financial aid, guidance and career education, international education, minority affairs, reference and bibliography, and research are listed. Publications relating to College Entrance Examination Board tests are included. Additionally, separate index lists all publications by author and title.

Educating the Gifted and Talented in New York State. Position Paper Number 23. Regents of the State University of New York. Available from: New York State Education Department, Albany, NY 12234. 1976. 16 pp. Free. Major topics dealt with are: identifying the gifted and talented, programming for the gifted, preparing the staff, and allocating resources. Paper ends with list of ten recommendations for improving education for gifted and talented students.

Facts About the Bureau of Occupational and Adult Education of the U.S. Office of Education. U.S. Department of Health, Education, and Welfare, Office of Education, Washington, DC 20202. 1975. 13 pp. Free (single copy). Brief descriptions of responsibilities and functions of offices and divisions within bureau, organizational chart of bureau, and list of regional offices are given.

International Council for Educational Development. ICED, 680 5th Ave., New York, NY 10019. 1976. 25 pp. Free. Brochure describes nature of organization, its role in the studies of higher education, educational strategies and methods, and in international studies programs, and its role in conducting seminars and conferences on education. Listings of ICED publications, Board of Trustees, and staff members are included.

Multi-Media Catalog 1976, The. American Personnel and Guidance Association, 1607 New Hampshire

Ave., Washington, DC 20009. 1976. 119 pp. Free. Listings of periodicals, films, books, and cassette tapes in guidance and counseling fields are presented. Materials are organized according to subject area including accountability, professionalism, elementary school counseling, program planning, student trends, testing, and women.

1976-77 Catalog of Publications. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 6 pp. Free. This catalog lists current BBCCS publications in guidance, career planning and occupational information. Aids for counselors and parents, information relating to the handicapped and rehabilitation counseling, and educational directories and research are included. Special Occupational Brief Kit is featured.

No-Need Awards: An Issue. Alexander G. Sidar, Jr. College Scholarship Service, College Entrance Examination Board, 888 7th Ave., New York, NY 10019. 1975. 15 pp. Free. Author discusses what no-need scholarships are, the history and growth of no-need scholarships, arguments pro and con, the policy statement of College Scholarship Service regarding no-need awards, and recommendations for the future.

Northwest Regional Educational Laboratory Annual Report to Members 1975. Northwest Regional Educational Laboratory, 710 S.W. 2nd Ave., Portland, OR 97204. 1976. 30 pp. Free. Purpose, members, priorities, and results of programs are covered. Programs are briefly described. Chart gives summary of activities, including program or project title, purpose, and source of funds.

Report of the NEA Task Force on Testing. A reprint from: *Reports of Committees, Councils, and Task Forces 1974-1975*, pp. 78-86. Available from: National Education Association, 1201 16th St., N.W., Washington, DC 20036. 1975. 8 pp. Free. Task Force positions and considerations, including effects of tests on minorities, court actions, and establishment of dialogue with others involved in test development, use, and research, are detailed. Annotated bibliography of related literature, as well as list of recommendations, is included.

Time Out: A National Study of Juvenile Correctional Programs. Robert D. Vinter (Ed.). National Assessment of Juvenile Corrections, University of Michigan, Ann Arbor, MI 48104. 1976. 250 pp. Free. Research study on juvenile correctional programs presents information on characteristics of youth in the programs, which youth are in which programs, what offenses they have committed, what other correctional experiences they have had, characteristics of staff who run programs, what techniques are used to control, treat, and educate the youth, how the staff and youth view existing programs, and what changes they would like made. Programs in sixteen representative states are examined.

Tomorrow Will Be a New Day. President's Committee on Employment of the Handicapped, Washington, DC 20210. 1975. Un-numbered. Free. Pamphlet gives scope, history, and activities of the President's Committee on Employment of the Handicapped.

ADULT EDUCATION AND THE AGING

Choosing Your Retirement Hobby. Norah Smaridge. Dodd, Mead and Company, 79 Madison Ave., New York, NY 10016. 1976. 150 pp. $5.95. Cost of materials and tools, time and work space needed, special uses for creations, and list of how-to books are given for each of fifty hobbies. Hobbies are arranged according to similarities, such as "Sitdown Hobbies," "Workshop Hobbies," and "Hobbies that Take You Outdoors."

Declaration of Independence and Opportunity for Older Americans. National Center for Career Life Planning, American Management Associations, in conjunction with Edna McConnell Clark Foundation. Available from: American Management Associations, 135 W. 50th St., New York, NY 10020. 1976. Un-numbered. Free. Overall goals and strategies for society in general, and specific objectives, strategies, and programs for the National Center for Career Life Planning in particular are presented.

Directory: State Agencies on Aging and Regional Offices. U.S. Department of Health, Education, and Welfare, Office of Human Development, Administration on Aging, Washington, DC 20201. 1976. Un-

numbered. Free (single copy). Addresses and phone numbers of State Agencies on Aging and the ten Regional Offices are listed.

Good Age, A. Alex Comfort. Crown Publishers, Inc., 1 Park Ave., New York, NY 10016. 1976. 224 pp. $9.95. Book provides guideposts for maintaining dignity and vitality of people who are past the physical prime of life. Rejecting assumptions that "old" people are helpless, incompetent, and useless, author examines leisure options, retirement problems, health, sexual activity, bereavement, and areas of significance for those who wish to remain youthful despite advancing years.

Lifelong Learning. Roger Hiemstra. Professional Education Series. Available from: Professional Educators Publications, Inc., Box 80728, Lincoln, NB 68501. 1976. 114 pp. $2.25. The growth of adult education in recent years, the role of adult and continuing education in today's society, the community's role in adult education, theories, research trends, and projections for the future are discussed. The unique characteristics common to adult students and various programs for adult students are detailed. Training programs, including a listing of institutions of higher education with graduate adult education opportunities, and professional associations in adult education are outlined.

Love in the Later Years: The Emotional, Physical, Sexual and Social Potential of the Elderly. James A. Peterson and Barbara Payne. Association Press, 291 Broadway, New York, NY 10007. 1975. 160 pp. $7.95. Dispelling myths about the needs of older persons, authors discuss marriage and love, sexual achievement, economics and social involvement, planning for the years ahead, and finding self-respect.

New Perspectives in Health Care for Older Americans: Recommendations and Policy Directions of the Subcommittee on Health and Long-Term Care. Subcommittee on Health and Long-Term Care, Select Committee on Aging, House of Representatives. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1976. 92 pp. $1.80. Investigation into the organization and delivery of care to the elderly culminates with 22 recommendations for congressional legislation and administrative action to improve this care.

Pre-Retirement Education: A Manual for Conference Leaders. Howard A. Rosencranz (Ed.). Program in Gerontology, University of Connecticut, Storrs, CT 06268. 1976. 140 pp. Free. Manual is divided into three sections: organization and description of pre-retirement education programs, examination of various dimensions of retirement, and information and resource materials. First two sections are universally applicable; information and resource section is oriented to Connecticut.

HANDICAPPED AND REHABILITATION COUNSELING

Affirmative Action to Employ Handicapped People: A Pocket Guide. The President's Committee on Employment of the Handicapped, Washington, DC 20210. 1976. Un-numbered. Free. Explanation of Section 503 of the Rehabilitation Act of 1973 is given. Included are sections detailing who is covered by affirmative action programs, how handicapped people can make use of the program, what an affirmative action program should consist of, steps a contractor should take to carry out a program, and handicapped person's recourse to action in the event of possible discrimination.

Careers for the Homebound: Home Study Opportunities. President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services. Available from: President's Committee on Employment of the Handicapped, Washington, DC 20210. 1974. 16 pp. Free. This pamphlet provides a useful reference tool for counselors in helping the homebound attain educational and vocational objectives. Courses listed may be taken by persons of various ages, backgrounds and educational achievements. They can lead to productive employment, self improvement, or the development of personal interests and hobbies. Immediately following course listings are names and addresses of accredited home study schools offering those particular subjects.

Communication Assessment and Intervention Strategies. Lyle L. Lloyd (Ed.). University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21202. 1976. 904 pp. $16.50. Collection of articles provides clinicians, teachers, and professionals-in-training with

basic information on remediation of communication disorders for children with developmental disabilities. Topics covered include hearing impairment, language assessment, non-speech systems of communication, use of supportive personnel, parent involvement, and audiovisual aids. References for each topic are included to aid those desiring additional information.

Funding Guide for the Removal of Environmental Barriers. Architectural and Transportation Barriers Compliance Board, Washington, DC 20201. 1976. 22 pp. Free. Federal and private sources of funding for programs to provide accessibility to buildings and facilities by physically handicapped persons are listed. Included for each federal listing are descriptions, authorization and eligibility information, and whom to contact for further information.

Phoenix Child, The: A Story of Love. Henry Viscardi, Jr. Paul S. Eriksson, Inc., 119 W. 57th St., New York, NY 10019. 1975. 208 pp. $7.95. Through the story of Darren, a physically handicapped child who came to lead a happy and fulfilling life, author depicts role of Human Resources School for the physically disabled and shows how physically disabled children can and should be helped.

Preparation for Work of the Future. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 6 pp. $1.00. Text of address presented to 1976 annual meeting of President's Committee on Employment of the Handicapped includes possible directions that may be taken in order to open equal opportunity to all who wish to work. Actions to be taken by the handicapped themselves and by society are outlined.

Professional Approaches With Parents of Handicapped Children. Elizabeth J. Webster (Ed.). Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1976. 268 pp. $10.95. Articles are written by those with experience in working with parents of handicapped children. Contributors discuss the rationale for work with parents, indicate procedures to use in parents counseling and training, and present several models of interaction with parents.

Psychology of Deafness for Rehabilitation Counselors. Brian Bolton (Ed.). University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21202. 1976. 156 pp. $14.50. Intended as a resource for professionals or as a text for students, this collection of articles presents information about the psychological circumstances of deaf persons and describes principles, procedures, and techniques used in the rehabilitation of deaf persons.

Rehabilitation in Israel. Kenneth W. Reagles, Solly Katz and George N. Wright. B'nai B'rith Career and Counseling Services. Address on masthead. 1974. 244 pp. $7.95. This volume is a compendium of services available to disabled and vocationally handicapped youth and adults of the State of Israel. Text is organized according to program sponsorship, i.e., governmental, municipal, public and voluntary organizations. Within larger categories, specific programs are arranged alphabetically. Format for each program includes a description of rehabilitation process components such as referral procedures and sources, eligibility, and evaluations required through placement and follow-up, as well as organizational details pertaining to program's history, legislative base, collaborative arrangements, service evaluation, and research activities. Appendix B contains, in summary form, a "Services to the Handicapped Directory" which serves as a useful guide for agency personnel.

THE COUNSELOR'S BOOKSHELF

Against Our Will: Men, Women and Rape. Susan Brownmiller. Bantam Books, Inc., 666 5th Ave., New York, NY 10019. 1975. 541 pp. $2.75 (paper). Author contends that rape is a deliberate, violent act "designed to intimidate and inspire fear." History of, myths about, and psychology of rape are presented.

Awareness Games: Personal Growth through Group Interaction. Claus-Jürgen Höper, Ulrike Kutzleb, Alke Stobbe, and Bertram Weber; translated by Hilary Davies. St. Martin's Press, 175 5th Ave., New York, NY 10010. 1975. 159 pp. $3.50. Instructions for awareness games for groups are given. Games are organized into the following categories: introductions, communication and group formation, observation and perception, identification and empathy, aggression and self-assertion.

Bibliography of Child Psychiatry. (Second Edition). Irving N. Berlin (Ed.). Human Sciences Press, Behavior Publications, Inc., 72 5th Ave., New York, NY 10011. 1976. 508 pp. $12.95 (paper). This official publication of the American Academy of Child Psychiatry includes such topics as: historical, developmental, cultural, and pyschoanalytical bases of child psychiatry; psychopathology, disease and disorder; psychotherapy of children and adolescents; community psychiatry; training in administration and research; textbooks of child psychiatry; creativity; sources of films. An overview is given of child psychiatry today, what it has accomplished to date, and what its future paths may be.

Counseling and Values. Donald A. Biggs, Charles J. Pulvino, and Carlton E. Beck (Eds.). APGA Reprint Series. Available from: American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, DC 20009. 1976. 383 pp. $6.00 (members); $8.00 (non-members). Collection of articles by authors such as Anne Anastasi, Robert Carkhuff, Albert Ellis, and E.G. Williamson, deals with topics ranging from unresolved issues in counseling and student personnel work to value education in the schools.

Counseling Techniques That Work: Applications to Individual and Group Counseling. Wayne W. Dyer and John Vriend. American Personnel and Guidance Association Press, 1607 New Hampshire Ave., N.W., Washington, DC 20009. 1975. 270 pp. $7.50. Suggested counseling techniques that have been tried and have worked are presented. Techniques which aid counselors in developing professionally and in becoming more effective with clients are examined. Part One presents techniques applicable to counselor training and individual counseling; Part Two, techniques applicable to group counseling.

Critical Incident in Growth Groups, The: Theory and Techniques. Arthur M. Cohen and R. Douglas Smith. University Associates, Inc., 7596 Eads Ave., La Jolla, CA 92037. 1976. 292 pp. $9.50. The history of the small group movement, the conditions which must be present for learning to take place in such groups, and the stages in the development and growth patterns of groups are examined. Included are ways in which group leaders can intervene during critical incidents.

Drucker: The Man Who Invented the Corporate Society. John J. Tarrant. Cahners Books, Inc., 221 Columbus Ave., Boston, MA 02116. 1976. 300 pp. $13.50. Examination of Peter Drucker's career through personal interviews with Drucker and his contemporaries is provided. His work, his influence, and his place in the business world and society are examined.

Ethics of Manipulation: Issues in Medicine, Behavior Control and Genetics. Bernard Häring. The Seabury Press, 815 2nd Ave., New York, NY 10017. 1975. 218 pp. $8.95. The author attempts to answer the question, "How much and in what ways can man legitimately shape and reshape his bios and psyche?" After defining and establishing criteria for determining manipulation, a critical look is taken at recent manipulative developments in medical practice, behavior modification, and genetics.

Federal-State-Local Government Directory. (1976 Spring Edition). Braddock Publications, Inc., 1028 Connecticut Ave., N.W., Washington, DC 20036. 1976. 249 pp. $3.95 (prepaid). Government agencies, offices, leading officials, and their phone numbers are listed. Major U.S. government and quasi-government reference publications, with prices, as well as select forms of address for government officials are included.

How the Brain Works: A New Understanding of Human Learning, Emotion, and Thinking. Leslie A. Hart. Basic Books, Inc., 10 E. 53rd St., New York, NY 10022. 1975. 260 pp. $10.50. An analysis of the brain and how it works, emphasizing the author's Proster Theory, is given. Implications of this theory in the areas of education, child rearing, work, and interpersonal relations are presented.

Human Economy, The. Eli Ginzberg. McGraw-Hill Book Co., 1221 Ave. of the Americas, New York, NY 10020. 1976. 274 pp. $11.00. Emphasizing human resources as a key economic factor, the author examines the manpower development system and its relation to government and the economy, skill acquisition and its effect on opportunity and social mobility, manpower utilization and policy, and manpower strategies used by various organizations.

International Who's Who 1976-77, The. (Fortieth Edition.) Europa Publications Ltd. Available from: Gale Research Company, Book Tower, Detroit, MI 48226. 1976. 1908 pp. $70.00. Biographical information about men and women eminent in the fields of international affairs, government, administration, diplomacy, science, medicine, law, finance, business, education, religion, literature, music, art, entertainment, and sports is presented. Biographical entries include date of birth, nationality, education, career, present positions, honors, awards, and current address.

Job Satisfaction—A Reader. Michael M. Gruneberg (Ed.). Halsted Press, John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1976. 254 pp. $22.50. Collection of addresses, essays, and lectures deals with nature of job satisfaction and environmental factors, job satisfaction and individual differences, and the effects of job satisfaction and dissatisfaction.

Leisure Counseling Techniques: Individual and Group Counseling Step-by-Step. Patsy B. Edwards. University Publishers. Available from: Constructive Leisure, 8330 W. 3rd St., Los Angeles, CA 90048. 1975. 101 pp. $6.50. This manual presents information on how to become a leisure counselor, including qualifications necessary, how to plan a leisure counseling workshop or create a leisure counseling course, and how to design and use test instruments in leisure counseling. Categories to include in a leisure activity file and a source list for leisure activity information are included.

Measuring Student Growth: Techniques and Procedures for Occupational Education. Richard C. Erickson and Tim L. Wentling. Allyn and Bacon, Inc., 470 Atlantic Ave., Boston, MA 02210. 1976. 443 pp. $14.95. Techniques useful in improvement of measurement and testing procedures of student growth within occupational programs are given. Specific information concerning planning and constructing measurement instruments is presented with emphasis on procedures helpful to occupational instructors, counselors, and administrators.

Meeting Human Needs: An Overview of Nine Countries. Daniel Thursz and Joseph L. Vigilante (Eds.). Vol. 1 of *Social Service Delivery Systems: An International Annual*. Sage Publications, Inc., 275 S. Beverly Dr., Beverly Hills, CA 90212. 1975. 288 pp. $7.50 (paper). An in-depth survey is given of the national social welfare systems in the following countries: Egypt, Great Britain, Iran, Israel, Italy, Poland, Sweden, the United States, and the Soviet Union.

New Research on Women and Sex Roles at the University of Michigan. Dorothy G. McGuigan (Ed.). University of Michigan, Center for Continuing Education of Women, Ann Arbor, MI 48109. 1976. 403 pp. $5.00. This publication is a collection of papers dealing with women and sex roles in society, written by University of Michigan scholars, and presented at a conference sponsored by the Center for Continuing Education of Women. Research presented is in the areas of changing sex roles and attitudes; work, family, and social change; status, power, and politics; women and men; and women in higher education, English literature, and media. A section on the needs and directions of future research on women is included.

Next 200 Years, The: A Scenario for America and the World. Herman Kahn, William Brown, and Leon Martel, with the assistance of the staff of the Hudson Institute. William Morrow and Company, Inc., 105 Madison Ave., New York, NY 10016. 1976. 241 pp. $3.95 (paper). Authors challenge the generally held view that unless technological and industrial growth is curbed, global disaster is inevitable. Strategies for a prosperous future are presented for major problem areas of population, economic growth, energy, raw materials, food, and the environment.

Overeducated American, The. Richard B. Freeman. Academic Press, Inc., 111 5th Ave., New York, NY 10003. 1976. 218 pp. $12.00. The traditional, widely-held belief that a college education guarantees the "good-life" is examined in light of recent developments in the labor market. The present scarcity of college-level jobs, the possibility of this becoming a long-term problem, and ways in which this phenomenon can be dealt with by individuals and institutions are discussed.

Sex, Age, and Work: The Changing Composition of the Labor Force. Juanita Kreps and Robert Clark.

Policy Studies in Employment and Welfare, No. 23. Johns Hopkins University Press, Baltimore, MD 21218. 1975. 95 pp. $2.65 (paper). Restructuring of labor force in recent years, especially changes in the work-lives of women, and effect of this change on the total labor force are examined. Implications of these changes are discussed.

Social Problems. Amitai Etzioni. Foundations of Modern Sociology Series, Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1976. 182 pp. $3.50 (paper). An overview of the four basic approaches to social problems and an in-depth analysis of the author's approach are given. Although only specific American social problems are analyzed in light of the various approaches, these approaches are relevant to other societies as well.

Social Work in Rural Communities: A Book of Readings. Leon H. Ginsberg (Ed.). Council on Social Work Education, 345 E. 46th St., New York, NY 10017. 1976. 130 pp. $4.00. This collection of articles presents both general information and specific "how-to" pieces for those studying to be social workers in rural and small communities. Articles include: "Older Americans in Rural and Small Towns," "Experiences in Rural Mental Health," "Community Organization in Rural Areas," and "An Annotated Bibliography on Rural Social Work."

Stress of Life, The. (Revised). Hans Selye. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10022. 1976. 515 pp. $8.95. Author analyzes the true nature of stress, studies it in everyday life, and indicates the danger signals of stress. In addition to providing an explanation of stress in modern life, book also serves as a guide to coping with stress in everyday living.

Student Personnel Work: A Program of Developmental Relationships. E.G. Williamson and Donald A. Biggs. John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1975. 390 pp. $13.95. The belief that student personnel work should reach into all aspects of a student's educational experience is espoused. A critical look is taken at student roles in the management of the college, the role of counseling in student development, and the place of student personnel research. Included is a section on staffing, budgeting, and administering student personnel programs. A final chapter presents views on how student personnel work could and should change in order to adapt to future needs.

Successful Marriage: A Principles Approach. Wesley R. Burr. Dorsey Press, 1818 Ridge Rd., Homewood, IL 60430. 1976. 556 pp. $13.50. This "functional" text identifies general principles in the social sciences which can be applied to numerous situations married couples face. Sections in the book deal with communication and decision making processes, premarital and marital relationships.

Suicidology: Contemporary Developments. Edwin S. Shneidman (Ed.). Grune and Stratton, Inc., 111 5th Ave., New York, NY 10003. 1976. 569 pp. $27.50. This collection of original articles by numerous suicidologists has been organized to include current problem areas in the study of suicide. Areas covered are: theoretical interests, professional and ethical concerns, and targets for empirical investigation of suicide theory and suicide prevention work.

Walden Two. (Reissued with new preface). B.F. Skinner. Macmillan Publishing Company, Inc., 866 3rd Ave., New York, NY 10022. 1976. 301 pp. $7.95. Text of novel remains unchanged; preface by author examines relevance of original work in light of recent societal developments.

Welfare Mother, A. Susan Sheehan. Houghton Mifflin Company, 1 Beacon St., Boston, MA 02107. 1976. 109 pp. $6.95. The life of Mrs. Carmen Santana, a Puerto Rican welfare mother living in New York City, is described.

Who Will Raise the Children? New Options for Fathers (and Mothers). James A. Levine. J.B. Lippincott Company, E. Washington Sq., Philadelphia, PA 19105. 1976. 192 pp. $8.95. Life-styles, adjustments, and assumptions about men who have chosen to take on child-caring roles, such as house-husbands and single fathers, are examined. Author looks at specific examples of such fathers and demonstrates that although traditional patterns of child rearing are difficult to alter, they can be altered successfully.

PERIODICALS IN GUIDANCE AND RELATED FIELDS (continuation of listing from last issue)

ADL Bulletin. Anti-Defamation League of B'nai B'rith, 315 Lexington Ave., New York, NY 10016. 10 issues. $2.50 for two years.

Applied Behavioral Science, Journal of. NTL Institute for Applied Behavioral Science, P.O. Box 9155, Rosslyn Station, Arlington, VA 22209. Quarterly. $19.00 per year (U.S. and Canada; add $7.00 per year for airmail); $26.00 per year (foreign).

Civil Rights Digest. U.S. Commission on Civil Rights. Available from: Editor, *Civil Rights Digest*, U.S. Commission on Civil Rights, Washington, DC 20425. Quarterly. Free.

Clinical Psychologist, The. American Psychological Association, Division 12. Available from: Jerome H. Resnick, Editor, Department of Psychology, 652 Weiss Hall, Temple University, Philadelphia, PA 19122. Quarterly. Free (members); $4.00 per year (APA members not in Division 12); $5.00 per year (institutions).

College and University Bulletin. American Association for Higher Education, 1 Dupont Cir., Washington, DC 20036. Monthly (September through June). Free (members); $20.00 per year (non-members).

Counseling Psychologist, The. American Psychological Association, Division 17. Available from: Washington University, Box 1180, St. Louis, MO 63130. Quarterly. Free (members of Division 17); $10.00 per year (non-members); $8.00 per year (students).

Educational Leadership. Association for Supervision and Curriculum Development, 1701 K St., N.W., Suite 1100, Washington, DC 20006. 8 issues. $8.00 per year.

Illinois Career Education Journal. State Board of Education, Illinois Office of Education, 100 N. 1st St., Springfield, IL 62777. Quarterly. Free.

JTA Community News Reporter. Jewish Telegraphic Agency, 165 W. 46th St., New York, NY 10036. Weekly. $16.50 per year.

Jewish Cultural News. National Foundation for Jewish Culture, 122 E. 42nd St., New York, NY 10017. Monthly. Free.

NATA Quarterly. National Association of Temple Administrators, P.O. Box 193, Northfield, IL 60093. Quarterly. Free.

NRTA News Bulletin. National Retired Teachers Association, 1909 K St., N.W., Washington, DC 20049. Monthly (except August). $3.00 per year (includes membership).

National/State Leadership Training Institute on the Gifted and the Talented Bulletin. National/State Leadership Training Institute on the Gifted and the Talented, Suite PH-C, 316 W. 2nd St., Los Angeles, CA 90012. Monthly. Free.

Pioneer Woman. Women's Labor Zionist Organization of America. Available from: Pioneer Woman, 315 5th Ave., New York, NY 10016. 8 issues. $5.00 of membership dues per year.

Progress in Economic Education. Joint Council on Economic Education, 1212 Ave. of the Americas, New York, NY 10036. Quarterly. Free.

Regional Spotlight. Southern Regional Education Board, 130 6th St., N.W., Atlanta, GA 30313. Quarterly. Free.

School Guidance Worker, The. Guidance Centre, Faculty of Education, University of Toronto, 1000 Yonge St., Toronto, Ontario, Canada M4W 2K8. Bimonthly. $8.40 per year.

Vocational Behavior, Journal of. Academic Press, Inc., 111 5th Ave., New York, NY 10003. Bimonthly. $28.00 per year (domestic); $32.00 per year (foreign).

Voluntary Action Leadership. National Center for Voluntary Action, 1785 Massachusetts Ave., N.W., Washington, DC 20036. Quarterly. Free.

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